

1 BILL NO. S-80-04-25

2 SPECIAL ORDINANCE NO. S-49-80

3
4 AN ORDINANCE approving Civil City
5 Purchase Order No. 2107 with Westvaco
6 (U.S. Envelope) for various size
7 envelopes for use by the Office Ser-
8 vices Department of the City of Fort
9 Wayne, Indiana.

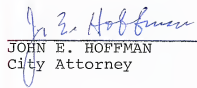
10 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT
11 WAYNE, INDIANA:

12 SECTION 1. That Civil City Purchase Order No. 2107,
13 dated April 15, 1980, between the City of Fort Wayne, by and
14 through the City Purchasing Director and the Office Services
15 Department and Westvaco (U.S. Envelope) for the purchase of
16 various size envelopes for use by the Office Services Depart-
17 ment in the amount of \$11,992.50, all as more particularly
18 set forth in said Purchase Order, which is on file in the
19 Office of the Department of Purchasing and is by reference
20 incorporated herein and made a part hereof, be and the same is
21 in all things ratified, confirmed and approved.

22 SECTION 2. That this Ordinance shall be in full force
23 and effect from and after its passage and approval by the
24 Mayor.

25 
26 Councilman

27 APPROVED AS TO FORM AND
28 LEGALITY APRIL , 1980.

29 
30 JOHN E. HOFFMAN
31 City Attorney
32

Read the first time in full and on motion by Burns,
seconded by Stier, and duly adopted, read the second time
by title and referred to the Committee City of Public (and the City
Plan Commission for recommendation) and Public Hearing to be held after
due legal notice, at the Council Chambers, City-County Building, Fort Wayne,
Indiana, on _____, 19____, the _____ day of _____,
at _____ o'clock _____ M., E.S.T.

DATE: 4/22/80

Charles W. Westerman
CHARLES W. WESTERMAN
CITY CLERK

Read the third time in full and on motion by Burns,
seconded by Stier, and duly adopted, placed on its
passage. PASSED (~~Lost~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>8</u>	<u>0</u>	_____	<u>1</u>	_____
<u>BURNS</u>	<u>X</u>	_____	_____	_____	_____
<u>EISBART</u>	<u>X</u>	_____	_____	_____	_____
<u>GIAQUINTA</u>	<u>X</u>	_____	_____	_____	_____
<u>NUCKOLS</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHMIDT, D.</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHMIDT, V.</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHOMBURG</u>	<u>X</u>	_____	_____	_____	_____
<u>STIER</u>	<u>X</u>	_____	_____	_____	_____
<u>TALARICO</u>	_____	_____	_____	<u>X</u>	_____

DATE: 5-13-80

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,
Indiana, as ~~(ZONING MAP)~~ ~~(GENERAL)~~ ~~(ANNEXATION)~~ ~~(SPECIAL)~~
~~(APPROPRIATION)~~ ORDINANCE ~~(RESOLUTION)~~ No. S-49-80
on the 13th day of May, 1980.

ATTEST:

(SEAL)

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Vivian J. Schmidt
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on
the 14th day of May, 1980, at the hour of
11:20 o'clock A. M., E.S.T.

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 16th day of May
1980, at the hour of 4 o'clock P. M., E.S.T.

Winfield C. Moses, Jr.
WINFIELD C. MOSES, JR.
MAYOR

BILL NO. S-80-04-25

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS REFERRED AN
ORDINANCE approving Civil City Purchase Order No. 2107 with
Westvaco (U.S. Envelope) for various size envelopes for use by the
Office Services Department of the City of Fort Wayne, Indiana

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

PAUL M. BURNS, CHAIRMAN

BEN EISBART, VICE CHAIRMAN

JOHN NUCKOLS

MARK GiaQUINTA

ROY SCHOMBURG

5-13-80

CONCURRED IN

DATE 5-13-80 CHARLES W. VESTER, CL. CITY CLERK

CITY OF FORT WAYNE

CITY UTILITIES

DEPARTMENT OF PURCHASES
CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL PURCHASE ORDER NO. 002107

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE April 15, 1980

Westvaco
U.S. Envelope
P.O. Box 1166
Indianapolis, In 46206

007611-01

SHIP TO —

Office Services Department
One Main Street, Rm B-60
City-County Building
Fort Wayne, Indiana 46802

41

MAIL ALL INVOICES TO —
CITY UTILITIES

GENERAL ACCOUNTING
4th FLOOR CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
			154.12		
	750 M	Standard Window #10 Printed Envelope		8.75	6,562 50
	750 M	Remittance Printed Envelopes 7½"x 3 7/8"		7.24	5,430 00
					11,992.50
		As per Bid #557 F.O.B. Fort Wayne, In Delivery - 2 weeks after receipt of order. (To be Shipped in three parts of 250M each size at a time, each group of 250M to be shipped upon our request)			
		<u>NOTE:</u> Westvaco USEnvelope reserves the option of increasing the price a total of and not to exceed a maximum of 5%. This would not be used until at least 180 days after date of first shipment.			
		Subject to Councilmanic Approval			

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U 39

Date 3-27-80

To: Arnon Glock

Subject: Insertion Envelopes from U.S.E.

Envelope offered by U.S. Envelope
is quite all right & since they are
low bidder I see no reason not to
accept this proposal

J. A. Phayer
Office Service

Tabulation of Bid <u>557</u>	750,000 Standard Window Printed Envelope No. 10	750,000 Remittance Printed Envelope 7-1/2" x 3-7/8"		With Escalation Clause
Curtis 100 418 East Berry Street Fort Wayne, Indiana 46802				
Superior Business Forms 1405 North Clinton Street Fort Wayne, Indiana 46802	<i>No Bid</i>	<i>No Bid</i>		
Taylor-Martin Pappr Co. 4621 Executive Blvd. Fort Wayne, Indiana <i>Bond</i>	<i>1387.50 Soft</i> <i>7537.50 Hard</i>	<i>6187.50 Soft</i> <i>4337.60 Hard</i>		
Cordage of Fort Wayne 4666 West Jefferson Blvd. Fort Wayne, Indiana 46804 <i>ex - Cal. OK Bid Bond</i>	<i>9.51/m</i> <i>7132.50</i>	<i>7.74/m</i> <i>5820.00</i>	<i>Total</i>	
LaGrange Pub. Company 112 East Spring St. LaGrange, Indiana 46761				
U. S. Envelope Company P. O. Box No. 1166 Indianapolis, Indiana <i>ex - Cal. OK Bid Bond # 1670347</i>	<i>7387.50</i>	<i>5430.00</i>	<i>Total</i> <i>12817.50</i>	<i>11,992.50</i> <i>w/ max inc. 3199.88</i> <i>(12,192.38)</i>
Double Envelope Company P. O. Box 5372 Fort Wayne, Indiana				
Atlantic Envelope Company P. O. Box No. 25 Shelbyville, Kentucky 40065				
Birch Business Systems 4309 South Madison Muncie, Indiana 47302				
Boise Cascade Envelopes 313 Rohrling Road Addison, Illinois 60101 <i>ex - Cal. Bid # 000334</i>	<i>6445.00 *</i>	<i>5445.00 *</i>	<i>Total</i> <i>* Prices with Escalating Clause with no max.</i>	<i>11,925.00</i> <i>w/ max inc. 4357.75</i> <i>(12,282.75)</i>
Garden City Envelope Co. 5650 West 85th St. Suite 121 Indianapolis, Indiana 46278				
St. Regis Paper Company 1742 East 90th Street Indianapolis, Indiana 46240				

Memorandum

To Board of Works

Date April 15, 1980


From Department of Purchases

Subject Bid Reference No. 559

COPIES TO:

Attached are copies of documents pertaining to Bid reference No. 557, 750,000 Standard Window Envelopes and 750,000 Remittance Envelopes. We have awarded this Bid to Westvaco USEnvelope on Purchase Order No. 002107. The price quoted is \$11,992.50 with an escalation clause allowing the total price not exceed \$12,192.38 as long as the third shipment is requested within 180 days of the first shipment. This Bid includes prep and plate charges.

Please process these documents for Councilmanic Approval. Do not release the Purchase Order Number to Westvaco USEnvelope until Purchasing has been notified that Council has approved this transaction.


Gaye Bales - Buyer

Approved: 

Aaron M. Gluck
Director of Purchases

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind., 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc., to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department
or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14662. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	Standard Window Printed Envelopes #10		
750	M	Remittance Printed Envelopes 7½" x 3 7/8"		
		PER SAMPLES ATTACHED		
		Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon our request)		
		Affirmative Action ON FILE: <u> </u> ATTACHED: <input checked="" type="checkbox"/>		

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES
See instruction item No. 16 on reverse side hereof.

Terms 2 % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 40 days from receipt of order ☒

IMPORTANT ☒

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here

Charles of Fort Wayne
Name of Company
For Charles R. Rasmussen Title Sales Rep
Address 4661 N Jefferson Blvd
City Fort Wayne, IN 46804 Date 3-17-80



March 17, 1980

Mr. Aaron Gluck
City of Fort Wayne
Department of Purchases, Rm. B-60
1 Main St.
Fort Wayne, Indiana 46802

Dear Mr. Gluck:

We are glad to quote the following envelopes to you:

750M	#10 20# White Wove Poly Window Envelopes, Printed Black Ink	\$ 9.51 M
750M	3 7/8" x 7 1/2" 20# White Wove "Remittance" Envelopes Printed Black Ink	\$ 7.76 M

These envelopes to be stocked in our warehouse and
shipped in three parts to 250M each size at a time upon
your request.

Looking forward to serving you.

Sincerely,

Anne M. Rowland
Cordage of Fort Wayne
Sales Representative

Attachments

Mr. Aaron Gluck
Director of Purchasing
City of Fort Wayne
One Main Street
Fort Wayne, Ind. 46802

Dear Mr. Gluck,

Per our conversation, this date, March 20, 1980, we would like to revise our Price Quotation based upon manufacturing this order in conjunction with other large orders. The new prices are as follows:

750 M Standard Window #10 printed Envelope ... 8.75 Total Cost 6562.50

750 M 7 3/4 Standard Envelope ... 7.24 Total Cost 5430.00

Total Order 11,992.50

Cordially,

Larry L. Benner

Larry L. Benner
Sales Representative

CC/ 11. 1g. bk

We do reserve the option of increasing our prices a total of and not to exceed a maximum of 5%(five percent). This would not be used until at least 180 days after date of first shipment.

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Operations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Conditions shall include all charges for delivery, packing, etc. Advise your reply as indicated below.

*Mail all replies and correspondence, etc., to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department
or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Tuesday, March 18, 1980 at 10:30 A.M.
Time of Bid

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1464. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.
TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Material, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	Standard Window Printed Envelopes #10	9.85/M	7387.50
750	M	Remittance Printed Envelopes 7½" x 3 7/8"	7.24/M	\$430.00
		PER SAMPLES ATTACHED		
		We are quoting the finest quality of envelopes for inserting equipment; sample of inserting booklet attached.		
		F.O.B. Ft Wayne In Delivery: 2 weeks after receipt of order.		
		Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon our request)		
		Affirmative Action ON FILE: <u>X</u> ATTACHED: _____		12,817.50

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES _____
See Instruction Item No. 16 on reverse side hereof.
Terms One % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications appearing and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

007611-01

Westvaco USEnvelope Div

Name of Company Westvaco USEnvelope Div
For J. G. Darnell Title Sales Service Mgr

Address P.O. Box 1166

City Indpls. In 46206 Date 3/14/80

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Questions, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as indicated, with delivery to destination as shown below. Questions shall include all charges for delivery, packing, etc. Anticipate your reply as indicated below.

*Mail all replies and correspondence, etc., to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department
or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1464. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 16 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	Standard Window Printed Envelopes #10	* \$8.59/	\$6,442.5
			per M	
750	M	Remittance Printed Envelopes 7½" x 3 7/8"	* \$7.31/	\$5,482.5
			per M	
		PER SAMPLES ATTACHED		
		*Prices include all plate & prep charges.		
		See attached letter for escalator clause.		
		Insertion Quality W/Split Gum Line		
		To Be Shipped In Three Parts of 250M Each Size At A Time		
		(Each group of 250M to be shipped upon our request)		
		Affirmative Action ON FILE: ATTACHED:		

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES
See Instruction Item No. 16 on reverse side hereof.
Terms % cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Boise Cascade Envelope Divisio

Name of Company
Per Jack Stephenson Title Gen. Mgr.

Address 313 Rohlwing Road

Addison 3-12-80

City Illinois 60101

Page 1 of 4

Ref. No. 557

Date February 22, 1980

Date wanted

Fund
Appropriation No.



Boise Cascade

Envelope Division

Addison Plant
313 Rohlfing Road
Addison, Illinois 60101
312/620-2828
TWX: 910/991-1645

March 21, 1980

Mr. Aaron Gluck
Director of Purchases
The City of Fort Wayne
City County Building
One Main Street
Fort Wayne, Indiana 46802

Dear Mr. Gluck:

Subject: Bid Number 557

Per our telephone conversation, the price of the #10 envelope (4-1/8 x 9-1/2) is \$8.59 per M and the price of the 3-7/8 x 7-1/2 envelope is \$7.31 per M. These prices include all plates, preparation costs and are F.O.B. Fort Wayne. The above prices are guaranteed for the first two releases; the first release to be approximately 45 days after receipt of order and the second release to follow in approximately three to four months. Depending on material increases, the prices for the third and last release within a year of the order date, will not exceed 9%.

Please use this letter as well as the enclosed corrected bid form as our bid on your two envelope requirements.

Also enclosed are samples of our proposed envelopes.

We are looking forward to being of service to the City of Fort Wayne. If you have any questions on the enclosed, please do not hesitate to call.

Yours truly,

John R. Stephenson
General Manager

JRS:sk

Enclosures

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as indicated, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department
or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1484. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	Standard Window Printed Envelopes #10	9.85M	7387.50
		or Soft Box	10.05M	7537.50
750	M	Remittance Printed Envelopes 7 1/2" x 3 7/8"	8.25M	6187.50
		or Soft Box	8.45M	6337.50
		or Hard Box		
		PER SAMPLES ATTACHED		
		Insertion Quality W/Split Gum Line		
		To Be Shipped In Three Parts of 250M Each Size At A Time		
		(Each group of 250M to be shipped upon <u>our</u> request)		
		Affirmative Action ON FILE: XX ATTACHED:		

Bid Bond required: ☐ NO ☒ YES 5% of Bid Performance Bond ☒ YES ☐ NO

See Instruction Item No. 16 on reverse side hereof.

Terms 2 % cash discount if paid within 20 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications appearing and as the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 4-6 weeks days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

See Also:

Taylor Martin Papers, Inc.

Per T. Martin Name of Company Taylor Martin Papers, Inc.
Address 4621 Executive Blvd.
City Fort Wayne, IN Date _____

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Advise your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department-
or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1462. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	Standard Window Printed Envelopes #10	<i>no bid</i>	
750	M	Remittance Printed Envelopes 7 1/2" x 3 7/8"	<i>no bid</i>	
		PER SAMPLES ATTACHED		
		Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon <u>our</u> request)		
		Affirmative Action ON FILE: _____ ATTACHED: _____		

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES

Terms _____ % cash discount if paid within _____ days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications appearing and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order ☒

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

See Name

S. J. Jones - Purchases Manager
Name of Company _____
For _____ Title _____
Address _____
City _____ State _____ Date 2-14-80

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. 2107 - WESTVACO

(U.S. ENVELOPE)

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

A-80-04-25

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 2107, WESTVACO (U.S. ENVELOPE)

FOR VARIOUS SIZE ENVELOPES FOR USE BY THE OFFICE SERVICES DEPARTMENT OF THE CITY OF
FORT WAYNE, IN THE AMOUNT OF \$11,992.50

(MEMORANDUM & PURCHASE ORDER ATTACHED)

EFFECT OF PASSAGE ACQUISITION OF ENVELOPES FOR USE BY THE VARIOUS DEPARTMENTS OF THE CITY
WHICH OFFICE SERVICES SUPPLIES

EFFECT OF NON-PASSAGE INTERRUPTION OF OFFICE OPERATIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$11,992.50 FROM CITY UTILITIES

ASSIGNED TO COMMITTEE

City Utilities